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PART 2

CHAPTER II

CAREER DEVELOPMENT

1. Introduction. Career development is a key element of the AWP. It is the means through which management can improve the professionalism of the acquisition workforce by developing, on a long term basis, a highly qualified workforce capable of performing both current and future DON acquisition functions. Career development provides acquisition workforce members with increased proficiency in their current acquisition position and provides opportunities for career-broadening experiences and progression commensurate with their abilities. Finally, career development of the acquisition workforce will provide the DON with capable replacements for senior acquisition positions on a planned, systematic basis.

2. Delegation of Authority

a. The DACM shall:

(1) Manage the Acquisition Intern Program, including management of the resources required for development and operation of the program, authorization of intern allocations for the various acquisition career fields, and publication of program policies and procedures;

(2) Manage the Acquisition Workforce Tuition Assistance Program, including resources required for its operation, and publish Acquisition Workforce Tuition Assistance Program guidelines and procedures;

(3) Obtain and allocate course quotas and travel and per diem funding associated with mandatory training for DON acquisition workforce members, including military officers assigned to positions outside the DON, and publish DON policies and procedures for quota management, registration, and funding for mandatory training; and

(4) Establish other programs which provide career development opportunities to the workforce, including but not limited to: cooperative education, journeyman level training and rotational assignments, repayment of student loans, scholarship programs, exchange programs, and developmental positions.

Enclosure (1)

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b. Functional Boards shall:

(1) Annually review curriculum requirements, allocations, quotas, student attendance, priorities, and resources provided by the AWP for acquisition career field(s) under their cognizance and provide a written evaluation which includes findings and recommendations for improvement to the DACM; and

(2) Provide advice and guidance to the DACM on education, training and rotational assignments required for acquisition interns.

3. Career Development Plans. Planning is essential for successful career development. Acquisition workforce members, in coordination with their supervisors, shall prepare a career development plan. Plans shall identify both short- and long-range career goals, such as membership in the APC or certification in a member's primary or subsidiary career field. Plans shall outline how education, training, and developmental activities needed to achieve career goals and objectives shall be accomplished.

4. Performance Appraisal

a. Civilian acquisition workforce members shall be provided an opportunity for review and inclusion of comments on their performance appraisal by a person serving in an acquisition position in the same acquisition career field. If a civilian acquisition workforce member requests such a review and there is no other person in an acquisition organization in the same career field, this review shall be conducted by the chair of the appropriate DON Functional Board. In such cases, commanders or directors of acquisition organizations shall forward the performance appraisal to the DACM who shall direct the performance appraisal to the chair of the appropriate DON Functional Board.

b. If a Navy military acquisition workforce member believes that comments regarding performance of acquisition duties inadequately reflect performance or are inappropriate, the military member may request review by BUPERS (PERS-323) via the reporting senior. A copy of the report shall then be forwarded to BUPERS (PERS-2MM) for review and comment by an official in the same acquisition career field as the requesting member.

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c. A Marine Corps military acquisition workforce member may request a review of his or her fitness report by a person serving in an acquisition position in the same acquisition career field. Request for review is made through the CMC, Code MMSB.

d. Contracting officers' evaluations shall be performed within their own career program channels. The only exception shall be the performance evaluation of the senior contracting officer in an organization, e.g., the head of the contracting office. In this instance the evaluation shall be performed by the head of the organization or his or her designee.

5. Acquisition Intern Program

a. The Acquisition Intern Program is a centrally managed and funded program which provides highly qualified and talented entry-level persons an opportunity for non-competitive promotions, career broadening assignments, and education and training to prepare them for membership in the APC and certification through level II in their primary career field.

b. The Acquisition Intern Program is a comprehensive career development program which includes the following elements: recruitment, training, classification and position management, performance appraisal and award, and education programs including cooperative education programs.

c. Centralized acquisition workforce funding shall be provided for salary, rotational assignments, and education and training during the internship period in accordance with published procedures.

d. Annually, the DACM shall canvass all acquisition organizations to determine their requirements for acquisition interns. Acquisition organizations shall respond to this annual data call using the format shown in appendix I. The total number of intern billets available shall be based upon funding levels and overall acquisition workforce requirements. DACM allocations to each acquisition organization shall be based upon the proportional size and distribution of their acquisition workforce, their rationale for intern request, and their overall future workforce requirements. Historical execution will also be a factor in determining allocations. With DACM approval, acquisition organizations may deviate from their approved execution plan.

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e. Functional boards shall establish a master development plan for interns in career fields under their cognizance. The master development plan shall describe the education, training, and rotational assignments required for graduation from the program in accordance with DACM-published guidance.

f. The NACMC shall centrally coordinate all aspects of the intern program. This includes human resources management, fiscal, payroll, and related administrative matters. The NACMC shall publish procedures as necessary to administer the program.

g. Activities to which interns have been allocated shall ensure that the intern completes the requirements of the master development plan.

6. Training Requirements. Each career field has training required for certification in that field. In addition, certain acquisition positions have statutory training requirements, e.g., warranted contracting officers and ACAT I and II PMS. Training requirements are published annually by the Office of the DACM. The following methods may be used to meet these requirements:

a. Completion of the required Defense Acquisition University (DAU) course;

b. Completion of a certified equivalent course listed in the DAU catalog;

c. Completion of a correspondence course listed in the DAU catalog;

d. Fulfillment (see paragraph 8); or

e. Passing equivalency examinations administered by the DAU consortium (listed in the DAU catalog).

7. Centralized Allocation of Training Quotas

a. Annually, the DACM shall identify to the DAU the DON requirements for quotas in mandatory training courses. Requirements shall be based on training documented in military and civilian personnel records and on historical quota usage.

b. Prior to the start of each fiscal year, the DACM shall sub-allocate quotas received from DAU to acquisition

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organizations with designated training representatives, based on pro rata share of the workforce, identified training requirements, and historical usage. Quotas shall be allocated by quarter and by geographical location in the instance of on-site offerings. Quotas shall be redistributed by the DACM as required.

c. Acquisition organizations in receipt of mandatory course quotas shall designate a specific person to oversee the quota management process within that organization. This designated training representative shall ensure the effective utilization of quotas within their claimancy by:

(1) Issuing training policies to acquisition workforce members within their claimancy;

(2) Validating requirements for quotas received and verifying appropriateness of on-site locations with time frames established by the DACM;

(3) Where more requests to attend a course exist than quotas are available, allocating quotas in the following priority order:

(a) Courses required by statute;

(b) Courses required for certification to the level required for the person's current position or courses required to provide prerequisite knowledge for the member's current certification level;

(c) Courses required for the next higher level in the member's primary career field, or courses designated as "assignment specific" for the employee's position;

(d) Courses designated in the annual DACM listing of training requirements as "desired" for the member's primary career field; or subsidiary career field training; and

(e) Courses not required by statute or regulation;
and

(4) Ensuring that registration, cancellation, and substitution procedures published by the DACM are followed within their claimancy.

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d. Acquisition organizations without designated training representatives should contact NACMC for quota information.

e. Registration Process. The DACM shall publish detailed administrative procedures for course registration. General provisions are as follow.

(1) Registration of all DON students, both military and civilian, in mandatory acquisition training courses is centrally administered by the NACMC. This includes courses offered in resident, on-site, satellite, and correspondence modes. It also includes courses completed through equivalency exam. Class dates and locations shall be assigned by the NACMC to each student in possession of a quota. All students shall be registered through the Army Training Requirements and Resources System (ATRRS).

(2) Travel and per diem funding shall be provided for acquisition workforce members traveling outside their geographic location to attend mandatory training. The NACMC shall coordinate and control centralized travel funding and issue travel authorizations. Students are required to submit copies of their liquidated travel voucher to the NACMC within 5 working days of receipt from their travel office. The NACMC shall defer further funding authorizations to students with unliquidated travel vouchers in excess of 60 days from the class completion date.

(3) Students are expected to attend classes as scheduled. Students who fail to attend scheduled training without official cancellation through the NACMC shall be ineligible to receive further quotas for the next two quarters.

f. Training Documentation. Attendees who successfully complete mandatory training courses shall receive a DOD Training Certificate (DD 2491). Civilian employees should submit a copy of this form to their servicing HRO for inclusion in DCPDS. Navy military personnel should submit a copy of their certificate to BUPERS (PERS-1024C), Washington, D.C. 20370-5102. Marine Corps military personnel should submit a copy to Commander, MARCORSYSCOM ATTN: MARCORSYSCOM, Code AP, 2033 Barnett Ave., Suite 315, Quantico, VA 22134-5010.

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8. Mandatory Course Fulfillment Program

a. Introduction

(1) As authorized by reference (e), members of the DON acquisition workforce may fulfill mandatory training course requirements based on previous experience, education, and/or alternative training programs. The purpose of the DON mandatory course fulfillment process is to allow experienced acquisition workforce members to receive official credit for mandatory course requirements based on documentation that they have achieved the competencies taught in the mandatory course through other means.

(2) The mandatory course fulfillment program is intended to ensure that members of the acquisition workforce do not have to attend training unnecessarily. This, in turn, allows inexperienced personnel greater access to mandatory training course quotas. However, the program is not intended to provide workforce members with the opportunity to use fulfillment as a substitute for needed career or professional development training, nor is it intended to restrict attendance at any course for members who do, in fact, require the training being offered.

b. Eligibility

(1) Only DON acquisition workforce members are eligible to apply for mandatory course fulfillment.

(2) Workforce members may request fulfillment for both primary and subsidiary mandatory courses with the following restrictions: members may request fulfillment of higher level courses in their primary career field only after meeting all mandatory courses required for their current position and members may request fulfillment of courses in a subsidiary career field only after meeting all lower level mandatory training requirements. See part 2, chapter III, paragraph 6.

c. Procedures

(1) These procedures apply to all mandatory courses except the Program Management Course (PMT-301). See paragraph 8d for fulfillment of PMT-301.

(2) Members may request fulfillment of applicable mandatory courses in their primary or subsidiary career field if

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they believe they have met the course competencies through experience, education, or attendance at an alternate training course.

(3) To request fulfillment, members must complete a DD 2518 and the applicable self-assessment form for each course for which fulfillment is being requested. A sample DD 2518 is provided in appendix J. Self-assessment forms for mandatory courses are found in reference (e). Reference (e) has been widely distributed and may be reviewed by contacting the training coordinator at any HRO, any BUPERS Officer Community Manager, BUPERS (PERS 447), or MARCORSYSCOM Code AP.

(4) Completed self-assessment forms must be reviewed by the member's supervisor to determine whether the member adequately meets the listed competencies. To receive fulfillment, the person must demonstrate that he or she meets the competencies sufficiently to forego attendance at the course.

(5) After reviewing the member's self-assessment, the supervisor concurs or nonconcurs in block 16 of the DD 2518 and forwards the entire package to the second level supervisor or a flag or general officer or a member of the SES, whichever is lower, for approval or disapproval. (Note: first level supervisors who are flag or general officers or a member of the SES may sign as the approving official in block 23.)

(6) Approved fulfillments shall be returned to the member for documentation in accordance with procedures described in paragraph 8e.

(7) Disapproved requests must be returned to the member with the rationale for disapproval.

d. Reference (f) established special procedures for fulfillment of the Program Management Course (PMT-301). Reference (f) may be obtained by contacting the training coordinator at any HRO, any BUPERS Officer Community Manager, BUPERS (PERS 447), or MARCORSYSCOM Code AP. These procedures shall also be used for PMT-302 after reference (f) is updated to include self-assessment forms for this course.

e. Documentation of Fulfillment of Mandatory Training. To receive credit for mandatory training courses, an approved copy of DD 2518 must be forwarded to the servicing personnel office

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for inclusion in the members's official personnel record, as well as inclusion in the appropriate automated personnel record.

(Note: the Navy military, Marine Corps military and DON civilian personnel data systems each has a unique course coding system. Therefore, DAU course codes must be converted to the applicable DON-unique codes. Instructions for completing and processing the DD 2518 may be obtained from the training coordinator at any HRO, any BUPERS Officer Community Manager, BUPERS (PERS 447), or MARCORSYSCOM Code AP.)

9. Education

a. Requirements. There are statutory and/or regulatory education requirements for acquisition workforce personnel in certain career fields. In addition, there are statutory education requirements for entry into the APC and for warranted contracting officers. Specific education requirements are outlined in references (a) and (c).

b. College Equivalency Examinations. Statutory semester-credit hour requirements for APC membership, the GS-1102 series, and warranted contracting officers may be met by passing examinations administered by DANTES. DANTES administers examinations in the following business and management disciplines: accounting, business finance, economics, law, marketing, quantitative methods, and organization and management. A completed "DAU Testing Program - Eligibility Statement," available through training representatives, must be presented to the local DANTES Test Control Officer (at military installation education centers or other DOD education offices) before a test will be administered.

c. College Credit for Mandatory Courses. Some of the mandatory courses provided by DAU consortium members have been reviewed by ACE and recommended for college credit. Workforce members currently enrolled in a degree program should check with the dean of their college or school to determine if they can get college credit for attendance at a DAU course. Colleges and universities will typically review the course syllabus and materials and the ACE recommendation before deciding whether or not to grant college credit.

d. Substitution of Training for Education. Part 2, chapter IV, paragraph 4b(2) of this instruction identifies instances where training courses may be substituted for specific semester

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credit hours required for APC membership. The DAU guide, ADS-93-01-DIR-volume 1, "DAU Directory: Satisfying Acquisition Corps Education Standards" contains a listing of DAU courses which are applicable, as well as methods for determining credit hour recommendations for non-DAU courses.

e. Acquisition Workforce Tuition Assistance Program

(1) Eligibility. DON acquisition workforce members for whom statutory or regulatory education requirements have been identified in references (a) or (c) are eligible to apply for tuition assistance under the DON Acquisition Workforce Tuition Assistance Program.

(2) Annually, the DACM shall allocate funding to acquisition organizations with large numbers of acquisition workforce personnel.

(3) Other acquisition organizations may request allocation of funding from the DACM, who shall consider requests on a case-by-case basis.

(4) Procedures. Organizations in receipt of funding shall designate a person to distribute and oversee the management of those funds in accordance with the priorities and procedures published by the DACM as required by paragraph 2a(2). Organizations not in receipt of funding may request tuition assistance from NACMC in accordance with procedures published by the DACM as required by paragraph 2a(2).

(5) Payment is limited to courses leading to a degree in an acquisition-related field such as business, engineering, or science, courses to meet mandatory and desired career field certification, and/or warrant requirements and courses needed for entry into the APC.

f. Defense Acquisition Scholarship Program. DOD sponsors an annual scholarship program leading to a Master of Business Administration degree designed to qualify personnel for civilian acquisition positions within DOD. Eligibility criteria and number of scholarships offered may vary from year to year. For complete information contact the Defense Acquisition Scholarship Program, Northeast Consortium for Engineering Education, 1101 Massachusetts Avenue, St. Cloud, FL 34769.

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10. Experience. Each career field requires acquisition experience at each level. Membership in the APC requires general acquisition experience. In addition, there are special statutory experience requirements for certain acquisition positions such as PMs or SCOs.

a. Experience to be credited. For purposes of meeting experience requirements, the period of time spent in a position now designated as an acquisition position may be counted. The position may have been in DOD or it may have been an equivalent position in another Government agency or in private industry.

b. Substitution of Academic Credit. Up to 12 months of time spent pursuing a program of academic training or education in acquisition may be substituted for an equal amount of the experience required by the AWP.